

Army Regulation 740-7
DLAR 4145.11
NAVSUPINST 4440.146B
MCO 4450.11

SAFEGUARDING OF DLA SENSITIVE INVENTORY ITEMS, CONTROLLED SUBSTANCES, AND PILFERABLE ITEMS OF SUPPLY

Headquarters
Departments of the Army, Defense
Logistics Agency, the Navy, and Marine
Corp Office
Washington, DC
4 November 1985

UNCLASSIFIED

SUMMARY of CHANGE

AR 740-7/DLAR 4145.11/NAVSUPINST 4440.146B/MCO 4450.11

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PILFERABLE ITEMS OF SUPPLY

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Effective 4 November 1985

SAFEGUARDING OF DLA SENSITIVE INVENTORY ITEMS, CONTROLLED SUBSTANCES, AND PILFERABLE ITEMS OF SUPPLY

By Order of the Director:



GEORGE A. WHITE

Colonel, United States Air Force
Staff Director, Administration

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*This regulation supersedes DLAR 4145.11/AR 740-7/NAVSUPINST 4440.146, 8 Dec 72.

RESERVED

Section I REFERENCES.

See enclosure 1.

Section II PURPOSE AND SCOPE.

To prescribe security policy, responsibilities, and procedures for the receipt, storage, shipment, and safeguarding of DLA sensitive inventory items, controlled substances, and pilferable items of supply as defined in paragraph IV. This regulation is applicable to HQ DLA, Defense Supply Centers (DSCs), Defense Depots, and Military Service storage sites in which subject items are stored for DLA wholesale system inventories. This regulation has been coordinated with and concurred in by the Departments of the Army, Navy, and the United States Marine Corps. It implements DoD Instruction 5210.71, Security of Selected Sensitive Inventory Items—Drugs, Drug Abuse Items, and Precious Metals.

Section III POLICY

A.

DLA items of supply will be provided protective measures to prevent loss from theft or pilferage during receipt, storage, and shipment. The extent of protection will be commensurate with statutory and regulatory requirements, the degree of susceptibility to theft or pilferage, and experienced losses from theft or pilferage of applicable items.

B.

Custodial responsibility will be established at Defense Depots and Military Service storage sites for the receipt, storage, handling, issue, and safeguarding of sensitive inventory items and controlled substances, as defined in paragraph IV.

Section IV DEFINITIONS

A. Categories of Material.

The Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 915-13) has divided controlled substances (drugs) into five schedules: Schedule I (not stocked in DoD system); Schedule II items which require vault storage; and Schedule III, IV, and V items which require as a minimum limited access area security. Definitions of the subject items and security areas, including all items subject to this regulation, are as follows:

1. *Selected Sensitive Inventory Items.* Those items security coded “R” or “Q” in the Defense Integrated Data System (DIDS) that are controlled substances, drug abuse items, or precious metals (DoD 4100.39-M, Volume 10, Chapter 4, Table 61).

2. *Coded “R” Items.* Precious metals, drugs, or other controlled substances designated as a Schedule I or II item, in accordance with Public Law 91-513. Other selected sensitive items requiring storage in an exclusion area, i.e., vault or safe, are included.

3. *Coded “Q” Items.* Drugs or other controlled substances designated as a Schedule III, IV, or V item, in accordance with Public Law 91-513. Other sensitive items, such as narcotics paraphernalia and tobacco products requiring limited access area security, are included.

4. *Coded “J” Items.* Pilferable items other than sensitive inventory items and controlled substances that have a ready resale value, a history of unexplained losses or known theft, civilian utility or application as to personal possession, and are therefore especially subject to theft. DoD 4500.32-R, Volume I, includes alcoholic beverages in this category. Pilferable items are stored in controlled areas.

5. *Coded “X” Items.* Locally assigned code to identify items not identified as pilferable (coded “J” items) that the local Commander desires to safeguard under the provisions of this regulation. (Use of this code is optional and can be used to replace physical security code “u”.)

6. *Narcotics Paraphernalia.* Hypodermic needles and syringes and related drugs (e.g., lactose, mannitol) used in the illegal administration of heroin, other hard narcotics or dangerous drugs.

7. *Precious Metals.* Refined silver, gold, platinum, palladium, iridium, rhodium, osmium, and ruthenium in bar, ingot, granulation, sponge, or wire form. (Does not include items containing precious metals unless so designated by the managing DSC.)

8. *Controlled Substance.* A drug, other substance, or immediate precursor included in Schedule I, II, III, IV, or V of Part B, Title II, Public Law 91-513. The items listed in the aforementioned schedules, which are stocked by DoD Components, are listed in DoD 4100.39-M, Volume 4; DoD 4130.2-M; and coded “R” or “Q.”

B. Description of Areas

1. *Exclusion Areas.* The highest level of protection designated for coded “R” items, in which access is restricted to only those persons whose duties actually require access. Basic security measures required at all exclusion areas are vaults having a three tumbler combination, unless a Drug Enforcement Agency (DEA) Division Office has approved another type of secure facility. In addition, the minimum physical security standards in subparagraph C below must also be used.

2. *Limited Access Areas.* The next highest level of protection in which uncontrolled movement would permit access to coded “Q” items. Basic security measures required at all limited access areas are a Fully-enclosed chain link barricade against windowless walls or walls with adequately barricaded windows. Additional requirements are provided in subparagraph C below.

3. *Controlled Areas.* For the purpose of this regulation, controlled areas are defined as an area/warehouse or a group of contiguous areas/warehouses within the installation which provide protection for material classified as pilferable, coded “J” or “X” items. Basic security measures required at all controlled areas are provided in subparagraph C below.

C. Minimum Physical Security Standards.

DLA users see DLAM 5710.1, Appendix E.

1. A personnel identification and control system. (Personnel assigned duties in areas designated for the storage of “R” or “Q” coded items will be designated as non-critical-sensitive positions under the provisions of DoD 5200.2-R.

2. All points of entrance or exit must be:

(a) Controlled by receptionist or other persons whose duties include check of identification and entry approval, and;

(b) Under intrusion detection system (IDS), which is connected to a central monitoring station, attended by personnel on duty capable of providing expeditious armed response to alarms.

3. Clearly defined perimeter barriers extending from floor to ceiling against windowless walls, or windows properly barricaded with locking devices approved by the installation’s security officer.

4. Keys providing access will be maintained under continuous written accountability and will not be removed from the installation.

5. Specific requirements for the security of DLA sensitive inventory items, controlled substances, and pilferable items of supply are provided in paragraph VII.

Section V SIGNIFICANT CHANGES.

This regulation has been revised to incorporate DSC standard procedures for additions/changes/deletions for items determined to be DLA sensitive inventory items, controlled substances, and/or pilferable items of supply; to eliminate the requirement for update/dissemination of the sensitive and pilferable items lists; and to

include the United States Marine Corps under the provisions of this regulation.

Section VI RESPONSIBILITIES

A. HQ DLA

1. *The Chief, Depot Operations and Maintenance Division, Directorate of Supply Operations (DLA-OW)* will determine the degree of adherence to this regulation by liaison visits to Defense Depots and Military Service storage sites storing and issuing DLA owned stocks.

2. *The Command Security Officer, Command Security (DLA-T)* will participate in the aforementioned visits to Defense Depots, as required.

B. DLA Field Activities

1. *The Commanders of DSCs* will:

(a) Establish a Pilferable and Sensitive Items Committee to review the subject items and to recommend to the DSC Director of Supply Operations which National Stock Numbers (NSNs) should be added or deleted using practical cost considerations. (Exception: Those items designated as subject to this regulation by other agencies, such as the Food and Drug Administration (FDA), DEA, etc., do not require a Committee review.) Also, any items meeting criteria as subject to this regulation do not require Committee review and should be automatically included.

(b) Appoint, on orders, a Pilferable and Sensitive Items Monitor, who will be responsible to review current designated subject items for potential deletions and to recommend potential subject additions to the Pilferable and Sensitive Items Committee.

(c) Ensure, through validation, that all catalog additions/changes/deletions for those items designated as sensitive inventory items, controlled substances, and/or pilferable items have been properly coded, accepted, and established in the DIDS.

(d) Provide transaction register data monthly for sensitive inventory items and controlled substances (vault items) to applicable Defense Depots and Military Service storage sites and provide assistance necessary to assure transaction data are properly interpreted.

(e) Reconcile discrepancies reported by Defense Depots and Military Service storage sites resulting from monthly comparison of transaction register with jacket files. Notify the Defense Depots and Military Service storage site of action taken or required to preclude recurrence of the discrepancy.

(f) Ensure availability of secure facilities in determining stock positioning of sensitive inventory items, controlled substances, and pilferable items.

(g) Ensure compliance with the provisions of this regulation.

2. *The Commanders of the Defense Depots and the Military Service Storage Sites in which Subject Items are Stored for DLA Wholesale System Inventories* will:

(a) Establish custodial responsibility by the appointment of a commissioned officer or responsible civilian for sensitive inventory items and controlled substances.

(b) Maintain listings of sensitive inventory items and controlled substances current by reference to the quarterly changes published in the "Federal Supply Catalog Identification List, Cumulative Change Bulletin, C6500 IL. "

(c) Ensure optimum protective measures, as applicable, for safeguarding designated sensitive inventory items, controlled substances and pilferable items.

(d) Provide applicable physical security facilities, and develop local plans for acquisition of additional secure facilities for storage of designated items, when needed.

(e) Establish necessary administrative controls.

(f) Send lists of candidate items for subject items additions/changes/deletions to the managing DSC for consideration.

(g) Reconcile monthly the transaction register with jacket files.

Advise applicable DSC of discrepancies and possible corrective action.

(h) Employ the provisions of this regulation to safeguard "X" coded items as deemed appropriate.

Section VII PROCEDURES

A. General.

Storage facilities and procedures for operation will be adequate to ensure proper safeguarding of sensitive inventory items (Security Codes "R" and "Q") and pilferable items (Security Codes "J" and "X").

1. Coded "R" items will be stored in vaults with a three-position combination, in 750-pound safes, or in anchored safes unless a DEA Division Office has approved another type of secure facility. (The Division Offices in the United States and their locations are shown in enclosure 2.) Vaults/safes should be completely surrounded by an electrical alarm system connected to a central or security station in which people or security personnel signaled must have the legal duty to respond. Alarm system must contain tamperproof equipment approved by Underwriter's Laboratories as Grade A; e.g., closed circuit, or equivalent rating.

2. Coded "Q" items, controlled substances, narcotics paraphernalia, and tobacco (cigarettes) will be stored as a minimum as follows:

(a) Small quantities and less-than-container quantities in safe or vault with sensitive inventory items.

(b) Larger quantities in limited access areas, entry limited by badge control system, in fully-enclosed chain link barricade against windowless walls or walls with windows that are adequately barricaded, and with locking devices being approved by the security officer of the Defense Depots and Military Service storage site (vault storage should be used where possible).

3. Coded "J" and "X" items will be stored to the extent possible in a single building or in contiguous buildings with controlled access, the maximum number of cargo and personnel doors being locked at all times. Care will be taken when containers are opened for shipment to move the remaining contents to loose issue (cage storage) or to reseal the containers securely and mark with the current amount of contents. Approved locking devices will be used on doors of all storage buildings.

4. Operational procedures will ensure controlled movement of items and authorized personnel in and out of secure facilities. Combinations and keys of locking devices will be safeguarded and limited to a minimum number of authorized personnel. Combinations will be changed at least once each year or when any personnel having access to the combination are reassigned, separated, or no longer have a need for this information, or the combinations have been subjected to compromise. Local procedures will provide for Security/Police Incident Reports on items apparently missing from stock.

B. Receiving.

Receipts of sensitive inventory items, controlled substances, and pilferable items will be processed in accordance with DLAM 4140.2, Volumes I and III, Chapters 3, employing safeguarding measures until items are stored in secure facilities. Where practical, above items will be received directly into the secure facilities. The vault custodian will not accept any receipts until he/she or his/her designated representative has accounted for the quantity reflected on the receipt document. Shortages of sensitive inventory items and controlled substances will be additionally reported by Defense Depots to HQ DLA, ATTN: DLA-T, as a "Serious Incident Report" under the provisions of DLAR 5705.1. In order to alert Defense Depots and Military Service storage sites of shipment of sensitive inventory items and controlled substances, the DD Form 250, Materiel Inspection and Receiving Report, will be annotated as follows: "CONTROLLED SUBSTANCES REQUIRES * _____ STORAGE."

*Contractor will enter the word(s) "VAULT" or "LIMITED ACCESS" as required by the following contract paragraph:

In accordance with Federal regulations, these drugs are identified by a distinctive controlled substance symbol. This symbol appears only on the immediate container or carton. "VAULT" is to be used for items bearing Symbol C-II; "LIMITED ACCESS" is to be used for items bearing Symbol C-III, C-IV, or C-V. A copy of the DD Form 250 shall be placed in an envelope and forwarded with the shipment, as required. The envelope containing the shipping documents accompanying the shipment shall be marked in CAPITAL LETTERS with the following notation: "CONTAINS SPECIAL INSTRUCTIONS."

C. Inventory

Inventory will be conducted in accordance with DoD 4140.22-M.S. Sensitive inventory items and controlled substances are subject to a complete shutdown inventory on a quarterly basis. All discrepancies are subject to research and any unresolved discrepancies will be supported by a DD Form 200, Report of Survey.

1. Sensitive inventory items and controlled substances will be additionally inventoried upon change of either Defense Depot or Military Service storage site custodian ship or accountable officer.

2. The DSC will, after research has been concluded, report all inventory shortages of above items to:

(a) The DEA Division Office. (Report controlled substances only.)

(b) The Depot Commander concerned.

(c) The Supporting Investigative Agency for Military Service storage sites.

(d) HQ DLA, ATTN: DLA-T, for Defense Depots.

D. Jacket Files

1. Defense Depots and Military Service storage sites will establish procedures for the maintenance of jacket files for sensitive inventory items and controlled substances covering receipt, issue, and inventory adjustment transactions, and will perform monthly transaction analyses to evaluate the effectiveness of control of these items. Monthly transaction analyses will be performed by impartial personnel. The vault custodian will retain all documents, e.g., receipts, issues, or discrepancy reports necessary to support all entries posted in the DLA Form 539, Transaction Record of Sensitive Items, for a period of 2 years.

2. Material dropped from records as components for assembly will be recorded on DLA Form 539. A record of pickup and subsequent release for assembly of this material will be maintained apart from the jacket files for material in storage. This subsidiary file will be maintained in a current and auditable condition at all times, and the record balances will be verified monthly against the assembly components in the vault. Discrepancies will be reported to the applicable DSC for resolution.

E. Shipment

1. *General.* Sensitive inventory items and controlled substances will be selected and prepared for shipment under the supervision of the storage activity custodian or his/her designated representative. Items will be packaged, packed, marked, and held within secure facilities until proper transfer of custodianship to the carrier. Commingling of above items with other material is forbidden including retrograde shipments and excess customer returns. Violations will be reported on SF 364.

2. *Modes of Shipment.* Shipment of controlled substances and sensitive inventory items will conform to the following:

(a) Shipment of small individual amounts of sensitive inventory items and controlled substances will be made by registered parcel post, return receipt requested service (the receiving activity must also provide the printed name of the person receiving the shipment on the Postal Service (PS) Form 3811 in addition to the required signature) subject to size and weight limitations as prescribed by the U.S. Postal Service (see exception, subparagraph E4b(6)).

(b) Less than truckload (LTL) type shipments of sensitive inventory items and controlled substances that are not eligible for parcel post will be made by air or surface carriers under signature security

service as provided by DLAR 4500.3, Chapter 226. Armed surveillance, armed guard, or armored vehicle service will not be used unless the type and quantity of items or the circumstances of the shipment require the added protection. Larger quantities may be shipped in sealed rail cars or motor vehicles, provided the item is otherwise acceptable to these modes of transportation. The division of order quantities into mailable parcels for the express purpose of avoiding movement by other modes of transportation is prohibited.

3. *Documentation and Marking.* For vendor, Defense Depot and Military Service storage site shipments, all shipping documentation and marking of exterior containers of sensitive inventory items and controlled substances will not indicate the NSN nor the nomenclature of the items. Description of items on shipping documentation and exterior containers will indicate only general terms, such as "Medical Supplies" or "General Supplies," etc. Use of the word "Narcotics" on shipping containers or the documentation is prohibited. Packing lists will be placed inside the containers. The proper shipping name, precautionary markings, and labels prescribed by hazardous material regulations shall not be omitted from the outside of shipping containers.

4. *Controlled Substances (Coded "R" and "Q").* The shipment of controlled substances will be in accordance with subparagraphs 1, 2, and 3 above, and the following provisions:

(a) Assemblies that Contain Controlled Substances (Coded "R" and "Q").

(1) All controlled substances have been removed from assemblies/kits presently in storage. However, if a minor/major assembly still contains a controlled substance, that substance will not be shipped as a part of the assembly. The controlled substance will be shipped separately on a separate DD Form 1348-1, DoD Single Line Item Release/Receipt Document (i.e., Materiel Release Order (MRO)), and the SF 1104, Government Bill of Lading, provided by the requisitioning activity. (Exceptions are survival kits as designated by the Defense Medical Standardization Board.)

(2) MROs for assemblies/kits destined to Military Assistance Program (MAP) countries or other agencies not authorized to receive controlled substances will contain instructions from the DSC to ensure exclusion of the controlled substances from the assemblies.

(3) Disassembly actions will be conducted in an area where adequate security is provided to sensitive inventory items and controlled substances. Procedure will ensure controlled movement of these items to the vault or limited access area on a daily basis. Paperwork will follow if necessary. Disposal actions, where authorized, will be in accordance with subparagraph F below.

(b) *Procedures for Medical Control Substances (Coded "R" and "Q") in Support of the International Logistics Program Shipments, e.g., Grant Aid, Foreign Military Sales*

(1) Export shipments of controlled substances to countries under MAP will be controlled by export permits in accordance with Public Law 91-513, paragraphs 312.21 through 312.29. (Military Services are responsible for obtaining requisite export permits for narcotic controlled substances and for the initiation of DEA Form 236, Controlled Substance Import and Export Declaration, for non-narcotic substances and furnishing the Defense Personnel Support Center (DPSC) the export permit number, expiration date of export permit, and applicable export terminal.)

(2) MROs will not be issued without exception data identifying the export permit number, expiration date of export permit, export terminal to receive supplies, and when applicable, terminal delivery date. Stock availability permitting, the issue of MROs for a single export permit will be limited to a single supplying location.

(3) Documentation (DD Form 1348-1 and SF 1104) and containers will be marked with the export permit number to enable control by customs officials.

(4) Shipments will be directed to the transportation terminal prior to the expiration date as specified by the permit authorization, or terminal required date, when applicable. Items for a single export permit will not be shipped on more than one shipment invoice per supplying location.

(5) Release of shipments of medical controlled substances to a

foreign consignee or his/her agent within the United States is prohibited under any circumstances, e.g., shipments will not be addressed to or released to foreign country representatives/freight forwarders associated with the Foreign Military Sales Program.

(6) Direct shipments of controlled substances to MAP countries by parcel post are prohibited.

(7) Normally these shipments will move via air thru the Military transportation system. When it becomes necessary to ship via commercial transportation direct to the overseas destination, shipments will be made on a direct door-to-door arrangement and will cite the appropriate sponsoring Military Service funds on the movement documents. Only carriers capable of providing service as specified in DLAR 4500.3 will be used in this regard. Aforementioned applies equally to non-narcotic controlled substances as well as narcotics controlled substances.

5. *Clothing for Specified Overseas Customers.* The following restrictive procedures will apply to surface shipments of clothing to all overseas customers:

(a) Authorized outer containers for articles subject to this grouping may be printed or labeled with shipper's name and address but not printed or labeled with any uncoded information as to the nature, identity or style of the articles contained therein. Information as to color or size must be coded or abbreviated. Information in packing lists or invoices affixed to the outside of authorized containers must also be coded or abbreviated as required for labels or printing on the containers themselves except when contained in a sealed, opaque envelope or pouch.

(b) Packing lists will be placed inside the shipping containers.

(c) Maximum unitization will be effected for small quantities of material which would otherwise be shipped as individual or small containers. Except for special requirements for shipments to Southeast Asia, lightweight and less costly containers (e.g., solid fiberboard (V-board) and triple wall fiberboard containers) will be used in lieu of solid wood containers. Domestic fiberboard containers will not be used as shipping containers for overseas shipments. Overpacking may be employed in providing adequate protection and reducing repacking and obliteration of markings. Steel strapping will be applied in accordance with the requirements of container specifications.

F. Disposal of Sensitive Inventory Items and Controlled Substances

1. The Defense Depots and Military Service storage sites having physical custody of the materiel shall, upon the advice of the applicable DSC, report the intent to destroy items of supply identified as controlled substances to the Special Agent in Charge, DEA Division Office (enclosure 2). The report will use DEA Form 41, Registrants Inventory of Drugs Surrendered (enclosure 3) and will identify each controlled substance(s) by generic name, quantity, and unit of Issue. Division Offices of the DEA will assist in obtaining the necessary forms. DEA will advise the requesting activity if the DEA desires to witness the item disposition.

2. Disposal of sensitive inventory items and controlled substances declared to be unfit for use must be accomplished in accordance with all Federal, State, and local regulations. Hazardous waste disposal regulations may apply. Questions regarding acceptable methods for disposal of controlled substances should be directed to the U.S. Army Environmental Hygiene Agency (USAEHA), Aberdeen Proving Ground, Maryland 21010-5422. Their response will be coordinated with local health and pollution control officials.

3. Prior to ultimate disposal of controlled substances, the local Defense Reutilization and Marketing Office (DRMO) will be consulted to ensure disposal compliance with DoD 4160.21-M, chapter VI, paragraph 32. All disposal/ destruction actions will be witnessed by the Property Destruction Officer and two (2) additional disinterested parties. Signature verification will be affixed to both the DEA Form 41 and the DSC-generated disposal document, i.e., DO Form 1348-1, for future reference purposes.

4. Ultimate disposal of non-controlled condemned hazardous items in FSC 6505 is the responsibility of the DRMO. However,

physical custody will be retained by the generating activity pending disposition instructions from the DRMO.

5. Precious metals, items containing precious metals, and pilferable items will be disposed of in accordance with DoD 4160.21-M. To determine if the item requires demilitarization, refer to DoD 4160.21-M-1.

**Appendix
Enclosure 1**
REFERENCES

- I.**
DoD 4100.39–M, Defense Integrated Data System (DIDS) Procedures Manual, Volume 4, Item Identification.
- II.**
DoD 4130.2–M, Federal Catalog System Policy Manual.
- III.**
DoD 4160.21–M, Defense Utilization and Disposal Manual.
- IV.**
DoD 4140.22–M, Military Standard Transaction Reporting and Accounting Procedures (MTLSTRAP).
- V.**
DoD 4500.32–R, Military Standard Transportation and Movement Procedures, Volume II.
- VI.**
DoD 5200.2–R, DoD Personnel Security Program.
- VII.**
DLAM 4140.2/AR 735–110/NAVSUPINST 4400.79, Supply Operations Manual, Volume I, Distribution System Procedures.

- VIII.**
DLAM 4140.2, Supply Operations Manual, Volume III, Defense Depot Transportation and Supply Procedures.
- IX.**
DLAM 5710.1, Physical Security Manual.
- X.**
DLAR 4500.3/AR 55–355/NAVSUPINST 4600.70/AFM 75–2/MCO P4600.14A, Military Traffic Management Regulation.
- XI.**
DLAR 5705.1, Reporting of Criminal Violations.
- XII.**
DoD 4100.39–M, Volume 10, Multiple Application References/Instructions/ Tables and Grids.
- XIII.**
DoD 4160.21–M–1, Defense Demilitarization Manual.

**Appendix
Enclosure 2**

Table 2
DEA DIVISION OFFICES

DIVISION OFFICES	GEOGRAPHIC AREA
1. Atlanta Field Division United Family Life Bldg. Suite 200 230 Houston St., N.E. Atlanta, Georgia 30303–2427 404–221–4401	North Carolina, South Carolina, Tennessee, Georgia
2. Boston Field Division JFK Federal Bldg., Room G64 Boston, Massachusetts 02203–0064 617–223–2170	Massachusetts, Connecticut, Vermont, New Hampshire, Maine, Rhode Island
3. Chicago Field Division 18000 Dirksen Federal Bldg., Suite 500 219 S. Dearborn St. Chicago, Illinois 60604–1791 312–353–7875	Illinois, Indiana, North Dakota, Wisconsin, Minnesota
4. Dallas Field Division 1880 Regal Row Dallas, Texas 75235–2395 214–767–7151	Texas, Oklahoma
5. Denver Field Division U.S. Customs House, Room 316 P.O. Box 1860 Denver, Colorado 80201–0601 303–844–3951	Colorado, Utah, New Mexico, Wyoming
6. Detroit Field Division Federal Bldg., Room 357 321 W. Lafayette St. Detroit, Michigan 48226–2702	Michigan, Ohio, Kentucky
7. Houston Field Division 4299 San Felipe St. Suite 200 Houston, Texas 77027–2901 713–229–2950	Texas

Table 2
DEA DIVISION OFFICES—Continued

DIVISION OFFICES	GEOGRAPHIC AREA
8. Los Angeles Field Division Suite 800 350 S. Figueroa St. Los Angeles, California 90071-1102 213-688-2650	California, Hawaii, Guam
9. Miami Field Division 8400 N.W. 53rd St. Miami, Florida 33166-4580 305-591-4870	Florida, Puerto Rico
10. New Orleans Field Division 1661 Canal St., Suite 2200 New Orleans, Louisiana 70112-2888 504-589-3894	Louisiana, Mississippi, Alabama, Arkansas
11. Newark Field Division Federal Office Bldg. 970 Broad St. Newark, New Jersey 07102-2580 201-645-6060	New Jersey
12. New York Field Division 555 W. 57th St., Suite 1900 New York, New York 10019-2977 212-399-5151	New York
13. Philadelphia Field Division 10224 William J. Green Fed. Bldg. 600 Arch St. Philadelphia, Pennsylvania 19106-1650 215-597-9530	Pennsylvania, Delaware
14. Phoenix Field Division Valley Bank Center, Suite 1980 201 N. Central Avenue Phoenix, Arizona 85073-1980 602-261-4866	Arizona
15. San Diego Field Division 402 W. 35th St. National City, California 92050-7963 619-293-5654	Southern California
16. San Francisco Field Division Room 12215, 450 Golden Gate Ave. P.O. Box 36035 San Francisco, California 94102-3468 415-556-6771	Northern California
17. Seattle Field Division Suite 301 220 W. Mercer St. Seattle, Washington 98119-3964 206-442-5443	Washington, Oregon, Montana, Idaho, Alaska
18. St. Louis Field Division Suite 200, Chromallory Plaza 120 S. Central Ave. St. Louis, Missouri 63105-1717 314-425-3241	Missouri, South Dakota, Iowa, Nebraska, Kansas
19. Washington, D.C. Field Division 400 Sixth St., S.W. Room 2558 Washington, D.C. 20024-2706 202-254-8255	Washington, D.C.; Maryland, Virginia, West Virginia

OMB Approval No. 1117-0007	DEPARTMENT OF JUSTICE / DRUG ENFORCEMENT ADMINISTRATION REGISTRANTS INVENTORY OF DRUGS SURRENDERED	PACKAGE No.
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The following schedule is an inventory of controlled substances which is hereby surrendered to you for proper disposition.

FROM: (Include Name, Street, City, State and ZIP Code in space provided below).

Defense Depot Mechanicsburg
ATTN: DIMP-T
5450 Carlisle Pike, P.O. Box 2030
Mechanicsburg, PA 17055-0789

Signature of applicant or authorized agent
Registrant's DEA Number
Registrant's Telephone Number

NOTE: REGISTERED MAIL IS REQUIRED FOR SHIPMENTS OF DRUGS
VIA US POSTAL SERVICE (see instructions on reverse of form)

NAME OF DRUG OR PREPARATION Registrants will fill in Columns 1, 2, 3, and 4 Only.	Number of Con- tainers	CONTENTS (Number of grams, tablets, ounces or other units per con- tainer)	Con- trolled Sub- stance Con- tent (Each Unit)	FOR DEA USE ONLY		
				DISPOSITION	QUANTITY	
					GMS.	MGS.
1 6505-00-149-0111 Morphine Sulfate Inj Usp	1	5 cc	5 cc			
2						
3						
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DEA Form - 41
(Jul. 1984)

Previous edition may be used.

* See instructions on reverse side.

NAME OF DRUG OR PREPARATION	Number of Containers	CONTENTS (Number of grams, tablets, ounces or other units per container)	Controlled Substance Content (Each Unit)	FOR DEA USE ONLY		
				DISPOSITION	QUANTITY	
					GMS.	MGS.
1	2	3	4	5	6	7
17						
18						
19						
20						
21						
22						
23						
24						

The controlled substances surrendered in accordance with Title 21 of the Code of Federal Regulations, Section 1307.21, have been received in _____ packages purporting to contain the drugs listed on this inventory and have been: ** (1) Forwarded tape-sealed without opening; (2) Destroyed as indicated and the remainder forwarded tape-sealed after verifying contents; (3) Forwarded tape-sealed after verifying contents.

DATE 9/30 19 85

DESTROYED BY: Catherine A. Harrison

** Strike out lines not applicable.

WITNESSED BY: Harry Managom

INSTRUCTIONS

1. List the name of the drug in column 1, the number of containers in column 2, the size of each container in column 3, and in column 4 the controlled substance content of each unit described in column 3; e.g., morphine sulfate tabs., 3 pks., 100 tabs., 1/4 gr. (16 mg.) or morphine sulfate tabs., 1 pkg., 83 tabs., 1/2 gr. (32 mg.), etc.
2. All packages included on a single line should be identical in name, content and controlled substance strength.
3. Prepare this form in quadruplicate. Mail two (2) copies of this form to the Special Agent in Charge, under separate cover. Enclose one additional copy in the shipment with the drugs. Retain one copy for your records. One copy will be returned to you as a receipt. No further receipt will be furnished to you unless specifically requested. Any further inquiries concerning these drugs should be addressed to the DEA District Office which serves your area.
4. There is no provision for payment for drugs surrendered. This is merely a service rendered to registrants enabling them to clear their stocks and records of unwanted items.
5. Drugs should be shipped tape-sealed via prepaid express or registered mail to Special Agent In Charge, Drug Enforcement Administration, of the DEA District Office which serves your area.

PRIVACY ACT INFORMATION

AUTHORITY: Section 307 of the Controlled Substances Act of 1970 (P.L. 91-513).

PURPOSE: To document the surrender of controlled substances which have been forwarded by registrants to DEA for disposal.

ROUTINE USES: This form is required by Federal Regulations for the surrender of unwanted Controlled Substances. Disclosures of information from this system are made to the following categories of users for the purposes stated.

- A. Other Federal law enforcement and regulatory agencies for law enforcement and regulatory purposes.
- B. State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes.

EFFECT: Failure to document the surrender of unwanted Controlled Substances may result in prosecution for violation of the Controlled Substances Act.

UNCLASSIFIED

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